APPLICATION FOR SENIOR ELECTIVE (EXTERNSHIP)
INCOMPLETE OR LATE APPLICATIONS WILL NOT BE PROCESSED

Elective catalogues are available via the web at [http://emorymed.emory.edu/electives](http://emorymed.emory.edu/electives). Visiting students may spend a maximum of eight weeks (two electives) at Emory.

Applicants who are currently enrolled in good standing in a LCME (Liaison Committee on Medical Education) accredited medical school and D.O. Students from A.O.A. (American Osteopathic Association) accredited schools must apply through the VSAS system. International school students apply through the website listed below.

[http://med.emory.edu/admissions/howtoapplyvisitingmedstudents.cfm](http://med.emory.edu/admissions/howtoapplyvisitingmedstudents.cfm)

1. **ALL STUDENTS** must provide transcripts.

2. The visiting student should complete the application and return it to:
   
   Office of Clinical Education
   Emory University School of Medicine
   49 Jesse Hill Jr. Drive
   Atlanta, GA 30303

   Ms. Michele Rutherford
   Phone: (404) 778-1371
   E-mail: michele.rutherford@emory.edu

3. Documentation of the following vaccines must be received by Emory Student Health prior to acceptance and registration (See Emory Health Forms).
   
   - Full hepatitis-B Vaccine series
   - Two doses MMR
   - Negative PPD within the last year
   - Td within the last ten years
   - Varicella status
   - Influenza Vaccination

4. Applications for externships will not be reviewed by the Dean’s office until student health has received the health forms. **Return the health forms directly to (and also include a copy with your application):**

   Emory University Student Health Service
   1525 Clifton Road
   Atlanta, Georgia 30322

5. A non-refundable application fee of $500 must accompany the application (check or money order, absolutely NO CASH) Students who are accepted must pay a matriculation fee of $3,500.00 upon acceptance (U.S. checks or money orders only – no international checks accepted). A student who is on full tuition scholarship may request a waiver of the application fee by attaching a letter from his/her Dean confirming full scholarship status.

6. Applications must be received by Grady Campus Dean's office a minimum of **90 days** prior to the beginning date of the elective requested. Late applications will not be processed.

7. After acceptance for a particular elective has been granted, no request of a date or clerkship change will be considered unless it is received in writing at least 30 days before the confirmed date of the elective.

8. A list of housing offered in the Atlanta area will be e-mailed along with the acceptance letters.
9. Students are to bring their white coats and medical school ID’s.

10. Free shuttle bus service is available between Grady and Emory. The shuttle leaves the front of the Woodruff Research building located next to Emory Hospital every hour, on the half hour and leaves Grady at 35 Jesse Hill Jr. Dr. every hour on the hour.

11. If your rotation is at Grady, you may obtain a monthly parking pass by presenting your Grady identification badge at the parking office in the Jesse Hill Jr. Dr. Parking Deck. If your rotation is at Emory, you may obtain a parking pass by going to the Parking Office located at the Clairmont Campus. If you are not sure of the hospital that you will rotate in, wait until you’ve spoken with your attending physician.

12. Emory does not provide pagers for visiting students.

13. You will have access to the Physical Education Facility (404 727-6547), but you must have an Emorycard, which is available from the Emorycard Office located in the B. Jones Center on campus after you have paid your registration fee.

14. You are responsible for ensuring that an evaluation form is completed by your evaluator before the last day of the rotation. If your school has requested that their evaluation form also be completed, it must be attached with the Emory evaluation form. Return form to the address provided. This is very important!

15. If you have any questions, please do not hesitate to contact Michele Rutherford at (404) 778-1371 or by email at michele.rutherford@emory.edu.